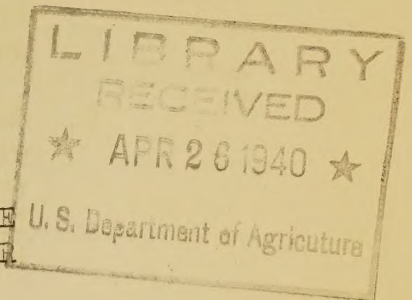


Issued February 15, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS TO COUNTY COMMITTEES RELATIVE  
TO HANDLING APPLICATIONS FOR PAYMENT UNDER  
THE 1940 PARITY PAYMENT PROGRAM



I. GENERAL PLAN.

Applications for payment under the 1940 Parity Payment Program will be made on Form ACP-111, Application For 1940 Parity Payment. Applications will be prepared on a farm basis. A separate application for payment will be prepared for each commodity (wheat, corn, cotton, and rice) on the farm with respect to which application for payment is made. Only one application for payment, Form ACP-111, will be prepared for a commodity on a farm, except when the county committee determines that a supplemental application is necessary. Such application shall include the name and the percentage share of each person entitled to share in the commodity or the proceeds thereof planted on the farm for harvest in 1940. Applications will be prepared and computed in the office of the county agricultural conservation committee in accordance with the instructions set forth herein and when signed by the applicants and certified by a member of the county committee, will be transmitted to the State office for review and certification for payment. Applications for payment found to be incorrectly prepared or improperly computed will be suspended in the State office and returned to the county office for correction. In order to avoid the expense and delay of handling suspended applications for payment it is requested that county committees exercise the utmost care in the preparation and computation of such forms.

II. ELIGIBILITY FOR PAYMENT.

A. Farm Eligibility.

Application for parity payment on wheat, corn (in the commercial corn area), cotton, or rice may be made with respect to a farm under the 1940 Parity Payment Program only if the county committee determines with respect to such farm that:

1. An acreage allotment has been established for such commodity under the 1940 Agricultural Conservation Program. (No parity Payment will be made for wheat on any farm with respect to which the non-wheat allotment option was exercised, and no parity payment will be made for corn on any farm with respect to which the non-corn allotment option was exercised.)



2. The acreage considered as planted to such commodity under the provisions of the 1940 Agricultural Conservation Program is not in excess of the acreage allotment for such commodity.
3. Such farm is considered as operated in 1940 in accordance with the meaning of such term as set forth in the instructions issued by the State committee and approved by the Director of the North Central Division in connection with the 1940 Agricultural Conservation Program.
4. The sum of the acreages of wheat, corn (in the commercial corn area), cotton, rice, and tobacco on the farm is not in excess of the sum of the 1940 acreage allotments or permitted acreages for such crops on the farm.
5. In the case of wheat, Section I of NCR-403W has been properly executed for the farm and in the case of other crops, Section IV of NCR-403 has been properly executed for the farm.

B. Personal Eligibility.

An application for parity payment with respect to wheat, corn (in the commercial corn area), cotton, or rice may be made with respect to an eligible farm by any person who is determined by the county committee to have an interest in such crop planted or which could have been planted on the farm for harvest in 1940, PROVIDED that no payment will be made to a person if the county committee determines that such person's share of the 1940 acreage of wheat, corn (in the commercial corn area), cotton, rice, and tobacco on other farms in the county the 1940 Agricultural Conservation Program for such farms so as to offset substantially the performance on the farm with respect to which payment might otherwise be made. A person will be considered to have offset substantially the performance with respect to any of such commodities if the county committee finds that his aggregate share of the 1940 acreage of such crops on all farms in the county exceeds his aggregate share of the allotments or permitted acreages for such crops. In making this determination any commodity on any farm on which the planting of such commodity was in excess of the allotment or permitted acreage may be excluded if such planting was completed prior to December 1, 1939, and the county committee finds that the person acted in good faith and did not depart from normal farming operations on such farm in order to offset performance on any other farm.

The following examples will illustrate eligibility under the 1940 Parity Payment Program. For the purpose of these examples, it is presumed that the farms for which data are shown are the only farms in the county in which the person whose eligibility is determined has an interest.



EXAMPLE I

Farm No.	Crop	1940 Allotment	1940 Acreage	Percentage Share	Share of Allotment	Share of 1940 Acreage
1	Corn	50	50	50	25	25
1	Winter Wheat	50	60	40		
Farm Total		100	110	XXX	XXX	XXX
2	Corn	30	35	50	15	17.5
2	Winter Wheat	30	25	50	15	12.5
Farm Total		60	60	XXX	XXX	XXX
County Total of Applicant's Share					55.0	55.0

It will be noted that farm "1" is not an eligible farm since the sum of the acreages of wheat and corn is in excess of the sum of the allotments. Therefore no payment may be made with respect to either wheat or corn on such farm. Since the sum of the acreages of wheat and corn on farm "2" is not in excess of the sum of the allotments, such farm is an eligible farm. However, this farm is eligible only with respect to wheat. No payment may be made with respect to corn on farm "2" since the acreage planted to corn is in excess of the corn acreage allotment. Since farm "2" is eligible for a wheat payment it will be necessary to determine whether the applicant is eligible in view of the "personal eligibility requirement" provision. In order to determine the applicant's eligibility to make an application for a wheat parity payment on farm "2", his shares of the allotments and 1940 acreages of wheat and corn on both farms have been entered in the appropriate columns except that the acreage allotment and the acreage of winter wheat on farm "1" has been excluded in this determination in view of the fact that the 1940 acreage is in excess of the allotment, the planting was completed prior to December 1, 1939, and the operator has not departed from normal farming operations. Since the applicant's aggregate share of the 1940 acreages of wheat and corn on all farms in which he has an interest is not in excess of his aggregate share of the allotments for such crops he is eligible to execute an application for wheat parity payment on farm "2". If the wheat on farm "1" was spring wheat, such acreage would not have been excluded in making this determination and the applicant would not have been eligible to receive a payment on farm "2".



EXAMPLE II

Farm No.	Crop	1940 Allotment	1940 Acreage	Percentage Share	Share of Allotment	Share of 1940 Acreage
1	Corn	30	35	50	15.0	17.5
1	Winter Wheat	30	30	25	7.5	7.5
Farm Total		60	65	XXX	XXX	XXX
2	Corn	60	50	50	30.0	25.0
2	Winter Wheat	20	40	40		
Farm Total		80	90	XXX	XXX	XXX
County Total of Applicant's Shares					52.5	50.0

It will be noted in this example that farms "1" and "2" are both ineligible farms since with respect to each of such farms the sum of the 1940 acreages of corn and wheat is in excess of the sum of the acreage allotments. Accordingly, even though the applicant's aggregate shares of the 1940 acreages on these two farms are less than his aggregate shares of the allotments, no payment may be made to him.

EXAMPLE III

Farm No.	Crop	1940 Allotment	1940 Acreage	Percentage Share	Share of Allotment	Share of 1940 Acreage
1	Cotton	20	20	50	10	10
1	Winter Wheat	N.A.				
1	Wheat	5 (0)	0	50	0	0
1	Corn	30	40	50	15	20
Farm Total		50	60	XXX	XXX	XXX
2	Winter Wheat	30	30	50	15	15
2	Corn	N.A.				
2	Corn	2 (8)	8	50	4	4
Farm Total		38	38	XXX	XXX	XXX
County Total of Applicant's Shares					44	49



Farm "1" is an ineligible farm since the sum of the acreages of cotton, wheat, and corn is in excess of the sum of the allotments for such commodities. Since a five-acre wheat allotment was established for the farm and the operator elected the non-wheat-allotment option, the permitted acreage for the purposes of the 1940 Parity Payment Program is the smaller of 10 acres and the wheat acreage classified as soil-depleting. Hence, in this case, the permitted acreage is zero (0). Farm "2" is an eligible farm for wheat. No corn payment may be made since the non-corn-allotment option was exercised. The permitted acreage for corn is, in this case, as in the case of farm "1", the smaller of 10 acres and the planted acreage, which is 8 acres. Since Farm "2" is eligible for a wheat payment, it will be necessary to determine whether the applicant is eligible in view of the "personal eligibility requirement" provision. As will be seen, zero (0) is used for wheat on Farm "1" and 8 acres is used for corn on Farm "2". Since the applicant's aggregate shares of the 1940 acreages on these farms are greater than his aggregate shares of the allotments, no payment may be made to him.

In determining a person's eligibility for a payment with respect to a commodity (1) ascertain that there has been compliance with the farm allotment for such commodity; (2) ascertain that there has been compliance in the aggregate with the corn, cotton, wheat, tobacco, and rice acreage allotments or permitted acreages for the farm; (3) ascertain that the applicant has complied in the aggregate with the corn, cotton, wheat, tobacco, and rice acreage allotments or permitted acreages on all farms in the county in which he has an interest. In making these determinations for non-corn-allotment farms, the permitted acreage is the smaller of the planted acreage and 10 acres. In the case of non-wheat-allotment farms where the allotment is 10 acres or less, the permitted acreage is the smaller of the wheat acreage classified as soil-depleting and 10 acres. In the case of non-wheat-allotment farms where the allotment is more than 10 acres, the permitted acreage is the smaller of the wheat acreage classified as soil-depleting and the allotment.

The allotments, permitted acreages, and planted acreages on farms which are not regarded as operated in 1940 will be used in determining whether a person is eligible to make application for payment with respect to a commodity on other farms which are operated in 1940.

The following form as used in the examples may be used in determining eligibility under the 1940 Parity Payment Program.



State \_\_\_\_\_

County \_\_\_\_\_

Name \_\_\_\_\_

## Work Sheet for Determining Eligibility Under

Parity Payment Program

Farm No.	Crop	1940 Allotment	1940 Acreage	Eligibility of Farm	%	Share of Allotment	Share of Acreage
						County Total of Applicant's Aggregate Shares	
	XXX	XXX	XXX		XXX		



### III. PREPARATION OF APPLICATION FOR PAYMENT.

#### A. General.

Form ACP-111 will be prepared in quadruplicate (original and three copies). All entries on Form ACP-111 shall be made in indelible pencil and in a manner that will make legible all carbon copies.

Applications for parity payment with respect to winter wheat may be prepared and approved by the county committee, if the farm is otherwise eligible, prior to the determination as to whether the farm is eligible insofar as other commodities are concerned, or whether the applicant is eligible insofar as other farms are concerned. However, each person who makes application for parity payment with respect to winter wheat prior to such determination must agree to refund the payment if it is determined that either he or the farm is not eligible for payment. Accordingly, county committees should not approve an early winter wheat parity payment for a person if, from the information available, it is reasonable to assume that such person will not be eligible for payment when the final check of performance is made. This should reduce to a minimum the number of cases where it will be necessary for the county committee to obtain a refund from a person to whom an early payment on wheat has been made. Applications for early winter wheat parity payments will be prepared from data shown on NCR-406.

All applications which are not prepared from data shown on Forms NCR-406 will be prepared from the data shown on Forms NCR-417 as soon as possible after the check of performance has been made in connection with the 1940 Agricultural Conservation Program.

Where two or more tracts have been combined by use of Form ACP-95 and are regarded as one farm, Form NCR-406 or Form NCR-417 showing the data for the combined farm should be used in preparing Form ACP-111, and there should be attached to ACP-111 an approved RF-16 for the combined farm.

In cases where Form ACP-111 is being prepared from NCR-417, determination as to whether there is a proper request for inspection for the farm for a commodity may be made by examining Section VI of NCR-417. If a check mark has been entered on the "Eligible" line of Section VI of NCR-417 for the commodity, this indicates that there is a proper request for inspection for the farm for the commodity. If no check mark has been entered for the commodity, no application for payment should be prepared for such commodity.

Where applications are being prepared from NCR-417, the farms for any person which must be considered in determining personal eligibility may be ascertained by examining the cards in group 1 or group 2 of the 1940 Agricultural Conservation Program



card file prepared in accordance with the instructions set forth in NCR-415, or if a parity payment eligibility list for multiples is prepared, the farms may be ascertained from such list.

B. Entry.

1. Enter the word "WHEAT," "CORN," "COTTON," or "RICE," whichever is applicable, in the space above the word "Commodity" in the upper central part of ACP-111.
2. Enter the State and county code on the first line and the farm number on the second line in the upper-right hand corner of ACP-111. Do not enter a serial number on the first line.
3. Make entries in Section I of ACP-111 as follows:
  - a. Obtain the entry for item 1 from the "Total" line, Section II, column (b) of NCR-406, or from the applicable line of Section IV, column (h) of NCR-417. If the entry for item 1 is zero, enter "0" rather than leave such item blank.
  - b. Obtain the entry for item 2 from the applicable column of NCR-409.
  - c. If item 1 is greater than item 2, the application for payment shall be marked "No Payment" and filed in the county office.
  - d. Obtain the entry for item 3 from the applicable column of NCR-409.
4. Make entries in Section II of ACP-111 as follows:
  - a. Print in the spaces provided therefor the names and addresses of persons whose names appear in Section I of NCR-406 or in Section I of NCR-417 who are entitled to share in the crop with respect to which application is made. The name of a married woman should include her Christian name and middle initial or full middle name, if any. Her name should not be that of her husband preceded by the word "Mrs." such as "Mrs. John Doe."
    - (1) In the case of an individual, print the name of the applicant in the same style as such name appears on NCR-406 or NCR-417.
    - (2) In the case of cosigners, print the names of the applicants in the same style as such names appear on NCR-406 or NCR-417. Insert the word "and" between the names of such cosigners.
    - (3) In the case of a sole proprietorship, partnership, or corporation, print the name of such sole



proprietorship, partnership, or corporation.

- (4) In the case of an administrator, executor, or guardian, print the name of the applicant on three lines. Print the name of the administrator, executor, or guardian and the title (abbreviated) on the first line; the words "of the estate of" on the second line; and the name of the deceased, incompetent, or minor, together with the designation "deceased," "incompetent," or "minor" (abbreviated) on the third line.
  - (5) In the case of a receiver, trustee, liquidator, or person acting in a similar capacity, print the name of the applicant on two lines. Print the name and title (abbreviated) of the receiver, trustee, or liquidator, on the first line and the name of the bank or institution for which the receiver, trustee, or liquidator is acting on the second line.
  - (6) In the case of a State, county, municipality, or agency thereof, print the name of such State, county, municipality, or agency.
  - (7) In the case of an agent, print the name of the principal for whom the agent is acting. If the agent represents an estate or the heirs of an estate and the names of the heirs are not disclosed, print the name of the agent followed by the words "Agent for the estate of \_\_\_\_\_, deceased," or "Agent for the heirs of \_\_\_\_\_, deceased."
- b. If ACP-111 is being prepared from NCR-406, obtain the entry for the "Share" column of Form ACP-111 from ACP-95 if such form has been executed for the farm and the percentage share for each applicant is entered in Section II, column (c) thereof. If ACP-95 has not been executed for the farm or if percentage shares have not been entered in Section II, column (c) of ACP-95 and each applicant shares in each field of the crop on the farm with respect to which application is made and his share in each such field is the same, obtain the entry for the "Share" column of Form ACP-111 for each applicant from Section II, column (d) of NCR-406. If there is more than one field of the crop on the farm and the crop in one field is divided differently from that in another field, it will be necessary that Form NCR-317b, Supplement to the Farm Report, used in connection with the 1939 Agricultural Conservation Program be prepared in order that the proper



percentage entries may be determined for ACP-111. Where necessary, Form NCR-317b shall be prepared in accordance with the instructions set forth in NCR-315. If ACP-111 is being prepared from NCR-417 obtain the entry for the "Share" column of Form ACP-111 for each applicant from Section V, column (b) of NCR-417.

- c. After the names and addresses of the applicants and their percentage shares have been entered in the spaces provided, determine whether the applicant's name appears on the Register of Indebtedness or whether he has filed Form AAA-372 on or before February 9, 1940, requesting that part or all of his payment be set off to liquidate an indebtedness to a governmental agency which does not appear on the Register of Indebtedness. Any Form AAA-372 received in the county office after February 9, 1940, shall be disregarded. No set-offs shall be made against 1940 parity payments to satisfy debts created by 1940 grants of aid. If a person's name appears on the Register of Indebtedness or if he has executed AAA-372 and filed such form in the county office on or before February 9, 1940, entries for set-offs shall be made on the application in the following manner:

- (1) Enter in the blank space below the signature of the applicant an abbreviation for the name of the governmental agency in whose favor a set-off is to be made, preceded by the words "Indebted to." If a set-off is being made because of a request therefor on Form AAA-372, this fact should be indicated. Likewise, if the set-off is being made because of a 1939 or 1940 Crop Insurance Premium Advance or 1939 Grant of Aid, such fact should be indicated. The following examples will illustrate how this information may be shown on the application for payment:

- (a) Indebted to F.S.A. - AAA-372
- (b) Indebted to A.A.A. - 1939 Grant of Aid
- (c) Indebted to A.A.A. - 1940 CIP Adv.
- (d) Indebted to F.C.A.

Enter the address of any creditor agency, other than the Agricultural Adjustment Administration, in whose favor a set-off is being made, to the right of the abbreviation for such agency. Such address may be obtained from AF-12 or AAA-372, depending upon which of such forms is being used in connection with the set-off.



- (2) Enter in the space below the address of the debtor and to the right of the name and address of the governmental agency the amount of the indebtedness. If the amount requested to be set-off on AAA-372 is expressed as a percentage of the applicant's payment, enter the percentage shown on such form in lieu of an amount. If an entry is made on an application from Form AAA-372, such form shall be attached to the application for payment.
- (3) In making entries for set-offs the following order of priority whether the debt is listed on the Register of Indebtedness or whether it is a request for set-off on Form AAA-372, shall be observed.
  - (a) Indebtedness to Agricultural Adjustment Administration.
    - 1939 Grants of aid.
    - Crop insurance advances.
    - Overpayments under agricultural conservation programs.
    - Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
    - Overpayments under sugar beet programs.
    - Overpayments under commodity contracts.
    - Failure to pay marketing quota penalties.
  - (b) Indebtedness to Commodity Credit Corporation.
  - (c) Indebtedness to Farm Security Administration.
  - (d) Indebtedness to Farm Credit Administration.
  - (e) Indebtedness to governmental agencies other than agencies of the Department of Agriculture.
5. If the name of an applicant is the same or similar to that of a name on the Register of Indebtedness and the applicant is not indebted, RF-2 shall be prepared in accordance with the instructions on the reverse side thereof. Such form shall be attached to the appropriate applications for payment when such applications for payment are transmitted to the State office. It is important that this be done in order to avoid the subsequent suspension of the application in the State office.
6. Print the letters "NE" in the "Amount" column opposite the name of any person who is not eligible for a payment because he has offset performance on other farms.
7. After the entry work has been completed on Forms ACP-111, a review shall be made of a sufficient number of such forms to insure accuracy.



C. Computation.

All computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

(a) \$8.4750, enter \$8.47

(b) \$8.4751, enter \$8.48.

1. Make computations with respect to Section I of ACP-111 as follows:

a. obtain item 4 by multiplying item 3 by the rate for the applicable commodity. The rates of payment are: wheat .10, corn .05, cotton .0155.

b. Obtain item 5 by multiplying item 2 by item 4.

2. Make computations with respect to Section II of ACP-111 as follows:

a. Make no computations for persons opposite whose names the letters "NE" have been entered in the "Amount" column.

b. If no entries have been made indicating that an applicant is indebted to the United States Government, compute the payment for such applicant by multiplying the percentage entry in the "Share" column for such applicant by the entry in Section I, item 5.

c. If an entry has been made below the signature of an applicant indicating that such applicant is indebted to the United States Government, multiply the entry in the "Share" column for such applicant by the entry in Section I, item 5, and enter the result in the space below the applicant's percentage share. Enter in the "Amount" column to the right of such entry and on the same line the smaller of the applicant's payment, as shown in the "Share" column, and the amount of the indebtedness. If the amount of the set-off is expressed as a percentage of the applicant's payment, multiply such percentage by the applicant's payment



and enter the result in the "Amount" column opposite the name of the creditor agency. Enter above such amount in the blank space following the dollar sign (\$) the result obtained by subtracting from the applicant's payment, as shown in the "Share" column, the amount shown in the "Amount" column to be paid to the creditor agency.

The following examples will illustrate the procedure to be followed in making set-offs:

EXAMPLE I.

John Doe is indebted to the Farm Security Administration in the amount of \$20.00. The gross payment computed for the farm and as shown in Section I, item 5, is \$100.00, of which Mr. Doe is entitled to receive 50 percent. In such case the data with respect to the set-off will be shown as follows:

Section I - item 5 - \$100.00

Section II			Share	Amount
Signatures, names, and addresses of producers				
Name John Doe			50%	\$30.00
(Signature)				
Address Swett, S. D.				
Indebted to F.S.A.	Lincoln, Neb.	\$20.00	\$50.00	\$20.00

EXAMPLE II.

In this case the applicant has requested on AAA-372 that 50 percent of his payment be applied on his indebtedness. The other facts remain the same.

Section II			Share	Amount
Signatures, names, and addresses of producers				
Name John Doe			50%	\$25.00
(Signature)				
Address Swett, S. D.				
Indebted to F.S.A.	Lincoln, Neb.	50%	\$50.00	\$25.00
AAA-372				



EXAMPLE III.

In this case John Doe received a 1940 Crop Insurance Premium Advance in the amount of \$60.00.

Section II		
Signatures, names, and addresses of producers	Share	Amount
----- (Signature) ----- Name <u>John Doe</u> ----- Address <u>Swett, S. D.</u> -----	50%	\$ 0.00
Indebted to A.A.A. 1940 CIP Adv. \$60.00	\$50.00	\$50.00

3. After the computation work has been completed on Forms ACP-111, a review shall be made of a sufficient number of such forms to insure accuracy.

IV. SIGNATURES AND CERTIFICATION.

A. Signatures of Producers.

After applications have been prepared and computed, the applications shall be signed by the applicants with ink or indelible pencil. All persons who are entitled to share in the payment for the commodity for which ACP-111 was prepared must, when practicable, sign the same form. All persons who live within a reasonable distance should be requested to call at the county office, or some other designated place, for the purpose of signing the application. At such time a member of the county committee or some other qualified person in the county office, together with the applicant, should carefully review the entries on the application. When the entries have been determined to be correct, the applicant should be requested to sign in the space provided therefor, opposite his printed name, in Section II. The operator of the farm should be permitted to keep the last copy of ACP-111. Only the last copy shall be withdrawn at this time.

All persons should be requested to sign their names exactly as they have been printed, except that if a name has been incorrectly spelled, the producer should sign his name correctly and the spelling of the printed name should be changed. The rules with regard to signatures are contained in ACP-16. If the applicant makes an error in affixing his signature to the application, he should be advised to strike through it and sign his name in the nearest available space.



Applications for payment which are not signed by one or more of the persons who have an interest therein should be mailed to them and should be accompanied by a letter advising that all entries thereon should be examined for completeness and correctness. When an application is mailed the carbon paper should be removed and the applicant should be requested to sign the original and the copies thereof with ink or indelible pencil and return such forms to the county office, unless the applicant to whom the application is mailed is the operator, in which event he may be advised to retain the last copy.

If the signature of one or more of the persons who have an interest in the payment computed for a farm is not obtained because of failure to locate such person, because of refusal to sign, or because of some other reason, the county committeeman who signs the application shall prepare and sign a statement setting forth the reason for the failure to obtain such person's signature. Such statement shall be attached to the application. The entry in the "Amount" column opposite the name of an applicant who failed or refused to sign the application shall be circled.

B. Certification.

After applications for payment have been properly signed by applicants they shall be certified by a member of the county committee who shall sign and enter the date of signing in Section III. Such signatures shall be in ink or indelible pencil.

If it is noted that a correction has been made in any entry on ACP-111, except an entry which is the result of a computation, such correction shall be initialed by the member of the county committee who signed the certification in Section III.

If it is determined that there is an error in the printed name or in the address of the applicant as shown on the application for payment, the necessary corrections shall be made. Such corrections shall be initialed by the member of the county committee who signs the certification in Section III.

V. TRANSMITTAL OF APPLICATIONS TO STATE OFFICE.

The number of applications which may be included in a transmittal and the number of transmittals which may be made shall be fixed by the State office.

When applications for payment have been signed and certified by a member of the county committee and are ready for transmittal to the State office, RF-10 shall be prepared in triplicate in accordance with the instructions on the reverse thereof. All data on RF-10 shall be typed.



Arrange applications for payment which are ready for transmittal in minor civil division and farm number order and list the minor civil division code and farm numbers in Section I of RF-10. Not more than 75 farm numbers shall be listed on one sheet of RF-10. If there are more than 50 applications for payment for any minor civil division the farm numbers of such applications for payment should not be listed on the same sheet of RF-10 with applications for payment for other minor civil divisions, unless the total number of applications for payment for two or more minor civil divisions is not more than 75, in which case the farm numbers of applications for payment for such minor civil divisions may be listed on the same sheet of RF-10. Separate transmittals shall be prepared for wheat, corn, cotton, and rice parity payment applications.

When RF-10 has been completed and checked, the original and the first copy of applications for payment, together with the originals and first copies of RF-10 shall be forwarded to the State office. The second copy of RF-10 and the county office copy of each application for payment shall be retained in the county office.

#### VI. PREPARATION OF SUPPLEMENTAL APPLICATIONS.

If the signature of one or more of the applicants could not be obtained on an application prior to submission of such application to the State office, and if one of such applicants is later located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall contain the same data as that entered on the original application for payment, a copy of which is filed in the county office. The county office shall maintain a record of cases in connection with which supplemental applications may be prepared. The word "Supplemental" shall be entered above the title of ACP-111. The farm number assigned to such application shall be the same as the farm number on the original application for payment, except that it shall be followed by the letter "X". Obtain the signature of any person who did not sign the original application on such supplemental application for payment. If the signatures of all of such persons cannot be obtained, additional supplemental applications may be prepared. The farm numbers of the second and third supplemental applications for payment shall be followed by the letters "Y" and "Z", respectively.

Supplemental applications for payment shall be transmitted to the State office in the same manner that regular applications for payment are transmitted, except that the word "Supplemental" shall be entered immediately above the title of RF-10. Supplemental applications and regular applications must not be listed on the same sheet of RF-10.



## VII. HANDLING SUSPENDED APPLICATIONS FOR PAYMENT.

All data appearing on applications for payment will be carefully checked in the State office. Wherever possible, errors made by the county office on applications for payment will be corrected in the State office. Applications for payment which cannot be corrected will be returned to the county office for correction. After applications for payment have been checked in the State office a copy of RF-10 will be returned to the county office.

If an error on an application for payment is corrected in the State office, corrections will be made on both the original and the copy of the application for payment in the State office. RF-5 will be prepared in the State office and forwarded to the county office for each application for payment in connection with which a correction is made. Upon receipt of RF-5 for an application for payment, the county office copy of the applicable application for payment shall be corrected in accordance with the information shown on RF-5.

If an error on an application for payment cannot be corrected in the State office, the original and copy thereof will be returned to the county office, together with RF-4 indicating the error on the application for payment. The serial numbers of applications for payment which are returned to the county office will be listed in Section II of the copy of RF-10 returned to the county office. The applications for payment included in a transmittal which are not listed in Section II of the copy of RF-10 returned to the county office may be considered approved by the State office.

When applications for payment which have been returned to the County office for correction are ready for return to the State office, such forms shall be listed on the same sheet of RF-10 with applications for payment which are being transmitted to the State office for the first time. All applications for payment which are returned to the county office for correction shall be returned to the State office as soon as possible. If a new application for payment is prepared to replace the application for payment which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old application for payment the words "Replaced by corrected application for payment." Such words should also be entered on the county office copy of the old application for payment or such copy may be discarded. Supplemental applications for payment which have been returned to the county office for correction shall be listed on the same sheet of RF-10 with supplemental applications for payment which are being transmitted to the State office for the first time. Supplemental applications whether being transmitted to the State office for the first time or after having been corrected, must not be listed on the same sheet of RF-10 with regular applications.



Where applications are suspended by the State office or the General Accounting Office and it is later determined that such cases should not have been suspended or information is received from the county office which makes it possible to clear the suspensions, the applications will be listed on RF-10 prepared in the State office. The RF-10 will be assigned a number in the 300 series if the applications were suspended by the State office, and a number in the 500 series if the applications were suspended by the General Accounting Proaudit Office. A copy of such RF-10 will be forwarded to the county office to indicate that the applications have been cleared for payment.

#### VIII. HANDLING CASES INVOLVING ADJUSTMENTS.

If, after an application for payment is signed and transmitted to the State office, and before the checks in payment thereof have been received, the county committee discovers that such application for payment was signed by the wrong person or the data contained therein are incorrect, the State office shall be advised of such fact by memorandum. Such memorandum shall indicate the nature of the error on the original application and shall be accompanied by a corrected application for payment.

#### IX. HANDLING OF CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, CLAIMS, AND REFUNDS.

Cases involving undelivered checks, lost checks, deceased or incompetent applicants, claims, and refunds will be handled under the 1940 Parity Payment Program in the same manner that similar cases were handled under the 1939 Agricultural Conservation Program. Form ACP-103 cannot be used in connection with cases involving the death, or the incompetency of an applicant. Standard Form 1055 will be used instead.